

# PARKS MAINTENANCE SUPERVISOR

**GRADE: 21**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Parks Maintenance Supervisor performs difficult professional and administrative work in carrying out a major phase of the City parks, grounds, and facilities maintenance management operations. Performs a wide variety of administrative work connected with the supervision and implementation of a parks, grounds, facilities, sport facilities, athletic fields, and rights-of-way maintenance management program. Work involves responsibility for planning and supervising the work of subordinate coordinators, foremen, crews, and contractors engaged in a wide variety of maintenance management activities. An employee of this class is allowed considerable independence in initiating and reviewing work assignments and methods with work being under general review of the Superintendent of Parks and Facilities.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Participates as a member of the Parks Division management team in planning, decision making, and problem solving for all issues of the division.
- Plans and coordinates major projects. Reviews plans and specifications and determines scope and requirements.
- Meets with professional consultants to discuss projects.

- Inspects work of parks maintenance crews and contractors to ensure conformance with instructions and maintenance plans.
- Develops and implements park maintenance programs.
- Manages pesticide program for area.
- Schedules preventive maintenance program for area.
- Develops and implements a park and facility refuse collection program.
- Supervises area park maintenance staff. Plans, schedules and assigns work.
- Selects and trains staff, manages disciplinary action. Approves time cards and leave requests. Mediates personnel problems.
- Prepares and justifies an annual budget request for area assigned monitors and controls expenditure within approved budget.
- Writes bid specifications.
- Makes purchases. Reviews catalogs and meets with vendors to identify equipment, materials, and supplies needed. Monitors work of contractors. Approves payment.
- Meets with citizens, civic associations, business groups, neighborhood groups, and other government officials to identify needs.
- Provides leadership as acting superintendent during the absence of the superintendent on occasion,
- Prepares, initiates, reviews and maintains records, keeps record of expenditures, and inventory of supplies and equipment. Reviews performance evaluations prepared by subordinate staff, incident reports, etc. Writes administrative reports, budget expenditure reports, work reports, monthly reports, and special reports as required. Maintains state required reports on pesticide application program.
- Operates computer equipment or manual system to maintain records.
- Reviews technical literature, meets with vendors, exchanges information with other government representatives and agencies, and attends conferences to identify new programs, methods and equipment which might be useful for park operational programs. Identifies and implements the maintenance requirements of numerous storm water management facilities and rights-of-way under the jurisdiction of the parks division to ensure compliance with State and City requirements.
- Supervises specialized trades personnel and contractors for the delivery of services for City electrical, plumbing, and mechanical systems relating to parks maintenance and municipal facilities.
- Works occasional evenings, weekends, and holidays. Considerable pressure to meet deadlines. On call to respond to emergency situations. Resolves complaints and disputes.
- Performs related work as required.

### **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a bachelor's degree in park administration/management or related field, and five years of administrative and operational experience in grounds keeping, building maintenance, or park maintenance which includes two years of supervisory experience in park operations or a related field. Possession of an appropriate driver's license valid in the State of Maryland. State pesticide certification desirable. County/State electrical/plumbing license desirable.

**Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of park management, planning, design, analysis, operations, preventative maintenance, and corrective maintenance principles.
- Considerable knowledge of the occupational, public, and private hazards and safety precautions applicable to varied parks, grounds facilities, rights-of-way, sport facilities, and athletic fields operation, maintenance, repair and construction activities and ability to take proper precautionary and remedial measures.
- Considerable knowledge of the standard practices, materials, tools and equipment used in parks, grounds, facilities, sports facilities, rights-of-way, and athletic fields and general labor activities.
- Working knowledge of practical parks, grounds, facility, sports facility, right-of-way, and athletic field design and of plans, specifications and working drawings involved in varied parks, grounds, facility, right-of-way, sports facility and athletic field activities.
- Ability to plan, organize and effectively supervise the work of a large group of unskilled to skilled workers.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness in meeting new problems.
- Ability to establish and maintain effective working relationships with subordinates, other departments and employees, contractors, property owners, and the general public.
- Ability to write comprehensive reports/forms and to manage a significant amount of resources, both monetary and physical, in an effective manner.